

POES Program Quality Records List

Sheet 1 of 3
Original signed by: <i>Rosalind Dorsey</i> Code 480/ July 17, 2000
Signature/Code/Date

Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
GPG-1410.1	Directive Signature Copy (PG and WI)	Rosalind Dorsey	Bldg 6, Room S-201	Permanent – Retire to FRC 5 years after cancellation or when superseded. Transfer to NARA in 5 year blocks when 20 years old.
GPG-1410.2	Completed/Configuration Change/Approval Requests	Claudia Krogel	Bldg. 6 Room S-207	Records may be retired to an FRC when 2 years old. Destroy when 15 years old.
GPG-3410.2	GSFC Employee Performance Communication System (EPCS) GSFC 17-110 Performance Appraisal for GESTA Bargaining Unit Employees Under EPCS, GSFC 17-111	Pat Dunn	Bldg 6, Room S-205	4 Years
GPG-3410.2	QMS-Required OJT and QMS-Required Task Specific Training Form, GSFC 17-112	Pat Dunn	Bldg 6, Room S-205	1. Recordkeeping copy (paper) – Destroy on transfer or separation of employee, or when 5 years old, whichever is sooner. 2. Electronic copy – Delete after recordkeeping copy has been produced.

**CHECK THE POES QUALITY RECORDS LIST AT: <http://poes2.gsfc.nasa.gov/iso/quality.pdf>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
GPG 7120.1	Program Plan	Rosalind Dorsey	Bldg. 6, Room S-201	Permanent. Retire to FRC when 5 years old in 5-year blocks. Transfer to NARA when 10 years old.
GPG 7120.2	Project Plan	Rosalind Dorsey	Bldg. 6, Room S-201	Permanent. Retire to FRC when 5 years old in 5-year blocks. Transfer to NARA when 10 years old.
GPG 8700.2	Configuration Management Records	Claudia Krogel	Bldg 6, Room S-207 Bldg 6, Room S-226	Records may be retired to an FRC when 2 years old. Destroy when 15 years old.
480-PG-1710.1.1	TOARB Meeting Minutes	Rosalind Dorsey	Bldg. 6 Room S-201	May be retired to an FRC when 2 years old. Destroy when 15 years old
480-PG-5330.1.1	Formal Hand-over Memorandum	Rosalind Dorsey	Bldg 6, Room S-201	Three years after program completion
480-PG-5330.1.1	OV Final Report	Rosalind Dorsey	Bldg 6, Room S-201	Three years after program completion
480-PG-8700.4.1	Presentation Packages Action Items	Rosalind Dorsey	Bldg. 6, Room S-201	Permanent. Document may be retired to FRC 1 year after publication. Transfer to NARA when 25 years old.

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Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
480-WI-1310.1.1	POES Financial Reports	Jane Liu	Bldg 6, Room S-209A	Retain on-site until reference value ceases, then destroy.
480-WI-1310.1.1	POES Financial POP Charts	Jane Liu	Bldg 6, Room S-209A	Retire to FRC when two years old. Destroy when 30 years old.
480-WI-1410.2.1	POES Acquisition Listing	Rosalind Dorsey	Bldg 6, Room S-201	Destroy 3 years after release

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